

## Social Security Number Request Frequently Asked Questions

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### Why is my SSN/ITIN being requested?

Per Internal Revenue Service guidelines, Millersville University requires Social Security Numbers (SSN) and Individual Taxpayer Identification Numbers (ITIN) on tax forms. Having an accurate SSN/ITIN on tax forms may allow students to claim for qualified educational expenses on federal tax returns. Millersville University with an SSN/ITIN may result in the student being ineligible for Code Section 6723.

### How do I report my SSN/ITIN?

Students who do not have an SSN/ITIN on file will receive a prompt from the MAX. If you decline this prompt, you will not be prompted again.

### Can I provide or update my SSN/ITIN information?

To make the verification process simple for students, the MAX online pop-up tool to verify their SSN/ITIN information.

If you are unable to complete the verification online,

Registrar's Office, Lyle Hall, 1<sup>st</sup> Floor.

Please note: SSN information MUST NOT be emailed.

### What happens if I decline to provide my SSN/ITIN?

Failure to provide Millersville University

**Does Millersville University fine students for not providing an SSN/ITIN?**